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TURN TO
MANAGEMENT DIVISION-File
1 March 1956

MEMORANDUM FOR: Chief, Management Staff

FROM : Chief, O&M Staff (DD/P Area)

SUBJECT : DD/P Area Weekly Report for Period 23 February Through
29 February 1956

1. T/O Proposals Processed: One T/O representing the consolidation of the Presentation Branch, FI and Visual Aids, SSA-DD/S, was processed.
2. T/O Proposals in Process: A total of seven (7) T/O proposals are in process. Three (3) of these represent major DD/P elements (WH, EE, and PPO), the remaining four (4) are lesser actions.
3. Study of Staff Employee and Staff Agent Procedures and Policies: Processing of FE test case and development of processing flow charts for staff employees and staff agents continues.
4. MS Project 6-7 "Study of Possible Merger of the Cable Secretariat and the Signal Center": No development. [redacted] has withheld concurrence since 19 January 1956.
5. Manpower Control System: T/O for Commo was approved by Chief, Management Staff and Acting Director of Personnel and meeting is set for Thursday to obtain Comptroller approval. The Office of Communications are prepared to begin reslotting immediately on approval. It is anticipated that application of the new system in DD/P will begin 1 April 1956.
6. MS Project 6-19 "Study of OTR Clerical Training": No progress during this period.
7. MS Project 6-18 "Study of Delays in Pouch Service": Study on this project is continuing. The final report is being redrafted, with cumulative data included as developed.
8. SR Division: Development of the SR Hq and Field T/O's have been completed. These T/O's are being reviewed by the Position Evaluation Division, Office of Personnel. Of the Area Divisions interviewed regarding ceiling positions to be relinquished to the SR Division, only WH has agreed tentatively to release two (2) positions.
9. Backlogged Projects: In addition to MS 6-19 "Study of OTR Clerical Training", there are six (6) projects which have not been started because of lack of personnel.

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